



POSITION DUTY STATEMENT

NAME	MCR I
CLASSIFICATION Supervising Engineering Geologist	POSITION NUMBER 538-101-3748-XXX
WORKING TITLE Post Wildfire Geologic Hazards Program Manager	DIVISION/UNIT California Geological Survey/ Post Wildfire Geologic Hazards Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S09	CONFLICT OF INTEREST CATEGORY 3, 7

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the general direction of the Chief Deputy of Operations, and second-line direction from the State Geologist, Division Chief of the California Geological Survey (CGS), the Supervising Engineering Geologist is responsible for the management of the Post Wildfire Geologic Hazards Program (PWGH). Duties include, but are not limited to, the following:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

- **35% Program Management and Administration**

Responsible and accountable for development, administration, and management of CGS' PWGH Program. Responsible for developing workflows and processes and evaluating the Program utilizing performance measures. Prepares status reports and performs strategic planning to ensure organizational efficiency and effectiveness. Coordinates with other Program Managers within CGS, Department of Conservation (DOC), and other Departments/Agencies as necessary for effective Program management. Establishes performance expectations for the program, provides technical and professional guidance, evaluates progress and quality of work. Responsible for completion of all program projects on time, within budget and in conformance with performance standards. Responsible for evaluation of program status reports, strategic planning, and ensuring organizational efficiency and effectiveness. Directly and indirectly supervises PWGH staff.

- **25% Program Implementation**

Responsible for processes to develop and implement: pre-fire planning maps and data identifying areas of potential post-wildfire geologic and hydrologic hazards; post-wildfire emergency assessment of geologic and hydrologic hazards; providing technical assistance to local, state, and federal agencies regarding planning and mitigating post-wildfire geologic and hydrologic hazards; planning and implementation of hydrologic and geologic monitoring networks related to post-wildfire hazards; and outreach to local, state, and federal agencies regarding post-wildfire geologic/hydrologic hazards. Responsible for evaluation of program effectiveness, consideration of emerging significant technical and administrative issues in the program area, including the initiation of budget change proposals to accommodate those issues.

- **10% Partnership Coordination**

Provides significant advice to the State Geologist in developing Division, Department, and State policy in the areas of identification, mapping, and planning for post-wildfire geologic hazards, landslide identification, and other geologic matters. Prepares administrative reports, coordinates inter-program work and policies with other CGS Supervising Engineering Geologists. In coordination with Division Headquarters, acts as the statewide burned watershed emergency response coordinator and liaison. Represents the Division in communications with the emergency management community (CalOES, CALFIRE, USGS, USFS, NOAA, FEMA, and other government agencies), public, private entities, and educational institutions. May represent the Division at meetings and hearings with local, state, and federal agencies at the request of the State Geologist. As a member of the Division's management team, participates in management meetings or other meeting formats for advising the State Geologist on the Division's operations and policies. In coordination with Division Headquarters, participates in the development of public safety policies regarding post-wildfire geologic hazards. This includes the geological and hydrological risks to communities and infrastructure, and the scientific basis for emergency response planning within the State.

- **10% Reporting**

Prepares advisory reports on other activities which affect the Division. Has principal responsibility for the Division's professional and technical reputation in the field of post-wildfire geologic hazard assessment, modeling, and mapping, in order to assure that the work is at the leading edge of the professional and scientific state of the art, and to provide advice and anticipate needs in the program. Develops initiatives for new or expanded programs including opportunities for cooperation and support from outside agencies. Organizes and plans for future activities of the program. This includes emphasizing activities, which are of special importance from the standpoint of public safety.

- **10% Personnel Management**

Plans, organizes, directs, and provides managerial review of the work performed by staff in the PWGH Program. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all

personnel practices, including, but not limited to hiring, employee development, and employee management. Identifies appropriate long-range plans and goals to address knowledge development and transfer, as well as succession planning.

- **MARGINAL FUNCTIONS**

- **5% Program Support**

- Coordinates with the State Geologist and Program Planning Officer to assure that logistic support and necessary resources are provided to all projects in the program, including the sharing of project staff across programs and other resources to ensure staff availability during emergency response activities.

- **5% Administrative Support and Miscellaneous**

- Performs administrative duties including, but not limited to adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date. May attend Department Executive Staff Meetings, the State Mining and Geology Board Meeting, and other meetings on the behalf of the State Geologist.

B. **SUPERVISION RECEIVED**

The Supervising Engineering Geologist reports directly to and receives the majority of assignments from the Chief Deputy of Operations; however, direction and assignments may also be received from the State Geologist, Division Chief of CGS.

C. **SUPERVISION EXERCISED**

The Supervising Engineering Geologist directly supervises Senior Engineering Geologist and Senior Environmental Scientist staff. Provides general operational direction to the PWGH staff. Indirectly supervises all other PWGH staff.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. **PERSONAL CONTACTS**

The Supervising Engineering Geologist routinely interacts with other CGS and DOC staff, federal, state, and local agencies, and the public. May make presentations regarding geologic mapping and geologic hazards to public and professional audiences. May represent CGS on advisory boards for other organizations. Contacts may be made via personal interaction, web based remote meetings, written correspondence, telephone, and/or email.

F. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify earthquake hazards, potentially exposing the citizens of California to threats to life, health, or property damages.
- Negative impacts to CGS's relationships with our local, state, and federal government partners.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time.
- Moving about the office and standing or sitting during in person meetings.
- Bending and stooping to retrieve and replace files and records.
- Use of multi-line telephone console or a cordless telephone.
- Work in a high-rise building.
- Strenuous field work in mountainous, forested and desert terrains during all weather conditions; in road cuts, mines, or other excavations; around drilling and excavation equipment; in trench excavations or large diameter borings; on foot, in off road vehicles, in all-terrain vehicles, or in fixed-wing or rotary wing aircraft.
- Capable of working long field days and driving significant distances to and from remote field sites; capable of driving 4x4 vehicles and all-terrain vehicles off road.
- Post-earthquake or landslide field response may expose employee to additional hazards created by event ground failures or shaking.

H. **TELEWORK**

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I. **OTHER INFORMATION**

- Possession of a valid Driver's License.
- Registration as a geologist or geophysicist issued by the California Board of Geologists and Geophysicists.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date